

DRAFT

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support

SUBJECT: Improving Federal Reporting and Reducing
Related Paperwork

REFERENCES:

1. Memo dated 5 Aug 70 to Heads of Depts. & Agencies from the President, same subject
2. BOB Transmittal Memo No. 1 to Circular A-44 Revised, 17 June 70

1. Attached is a memorandum from the President on the subject of a Government-wide project to analyze paperwork requirements. Also attached is ☐ BOB Transmittal Memo No. 1 containing implementing instructions.

2. Agreement has been made with the Office of Management and Budget that the first part for CIA will be a careful review of the administrative and management reporting of the Agency. I have asked Bob Bannerman to take the necessary steps with each of you to establish a task force for this purpose. The first report of the task force, establishing savings goals in Agency reporting, is due at the Office of Management and Budget by 30 October 1970

R. E. Cushman, Jr.